



Community Development Services
Planning Division
City of Greenwood
300 South Madison Avenue
Greenwood, IN 46142
(317) 887-5230
(317) 887-5616 fax

**RESIDENTIAL ACCESSORY
STRUCTURES**

**SHEDS
DETACHED GARAGES**

PERMIT APPLICATION REQUIREMENTS

3-5 Business Day Review Time

No fees are due or will be accepted at time of application.
You will be notified immediately if your application submittal is incomplete.

Review Time does not begin until we receive a complete Application Packet which includes:

- ☐ **Application Form** – All items must be fully completed and either typewritten or printed in ink. The application must be signed.
- ☐ **Affirmation of Notification** – Must be completed and signed. If approval from the HOA has already been given, please include a copy of that approval.
- ☐ **Submittal Checklist** – All items must be fully completed and either typewritten or printed in ink.
- ☐ **Site Plan (8 ½”x11” or 11”x17”)** – Must show the location and dimensions of the structure you are proposing and the distance from the structure to property lines and the main house. Show known easements & setbacks. This can be done by just using a copy of the plot plan/mortgage survey, or you may draw this plan yourself.
- ☐ **Construction Plans & Specifications (8 ½”x11” or 11”x17”)** – If this is a pre-fabricated storage building 200 sf or less in size, a product brochure with pictures and specifications is sufficient. Otherwise, complete construction plans should be submitted. Drawings may be done professionally or drawn by hand and should include the following:
 1. **Basic Floor Plan** showing dimensions, doors, windows and, if applicable, electric service location, heating equipment, plumbing plan and isometric.
 2. **Basic Elevation(s) View** showing directional views with dimensions from existing grade to peak, windows and doors, material finishes, etc.
 3. If field framing, multiple trusses, or directions are being used, **Roof Framing Plan** showing rafters/trusses, ridge, supporting beams, and posts/columns with sizes, dimensions, and spacing information.
 4. If applicable, a **Foundation Plan** showing dimensions of the layout and specifications of footings, column piers/pads. All foundations will require a footing inspection.
 5. If applicable, **Certified Truss/Engineered Beam** drawings and specifications.
 6. **Typical Wall Section** which shows foundation details, wall details, structure and connection details, roof framing details, dimensioning and specifications, and, if heated, insulation specifications.

**NO STRUCTURE MAY BE PLACED IN A DRAINAGE UTILITY EASEMENT WITHOUT
APPROVAL FROM THE BOARD OF PUBLIC WORKS AND SAFETY.**



Community Development Services
Planning Division
City of Greenwood
300 South Madison Avenue
Greenwood, IN 46142
(317) 887-5230
(317) 887-5616 fax

**RESIDENTIAL ACCESSORY
STRUCTURES**

**SHEDS
DETACHED GARAGES**

FEES DUE AT TIME OF PERMIT ISSUANCE

Garage or Accessory Building	\$0.10 per square foot, minimum \$50
------------------------------	--------------------------------------

INSPECTIONS

The permit holder is required to call in for all applicable inspections.

Footing	Must be open trench.
----------------	----------------------

Slab	Plumbing installed before covering. Electric installed before covering.
-------------	--

ALL INSTALLED FOR VIEWING BEFORE DRYWALL

Rough-Ins	Heating/Cooling Plumbing Electric Framing
------------------	--

Final	Finished product
--------------	------------------

CONTACTS

**Planning Division,
Office of the Building
Commissioner:**

Lowell Weber, Building Commissioner
Tony Magnabosco, Building Inspector
Aaron Crute, Plan Reviewer
Peggy Deer, Administrative Assistant

Website: www.greenwood.in.gov

(317) 887-5230



Community Development Services
Planning Division
City of Greenwood
300 South Madison Avenue
Greenwood, IN 46142
(317) 887-5230
(317) 887-5616 fax

APPLICATION FOR BUILDING PERMIT

PERMIT NO.: _____

Application is hereby made for a permit to improve premises as described herein as shown in the accompanying **plans and specifications**, which improvement is to be located as shown on the accompanying **plot plan**. The information which follows and the accompanying plans, specifications and other information with the representations therein contained, are made a part of this application in reliance upon which the Planning Commission of the City of Greenwood is requested to issue a location improvement permit.

It is understood and agreed by this Applicant that any error, misstatement or misrepresentation of material fact, either with or without intention on the part of this Applicant, such as might or would operate to cause refusal of this application, or conditional approval thereof, or any material alteration or change in the accompanying plans, specifications or improvements subsequent to the issuance of a permit in accordance with the application, without the approval of the Planning Commission shall constitute sufficient ground for the revocation of this permit.

All building construction work, alterations, repairs, or mechanical installations and appliances connected therewith and other work necessary to complete the following improvement, shall comply with the State Building Rules and Regulations, local ordinances and such other statutory provisions pertaining to this class of work, and such rules, regulations, ordinances and provisions shall be considered a part of specifications, whether specified herein or not.

1) Date of Application _____ Date Approved _____ Date Issued _____

2) Name of Applicant _____

Phone Numbers: Home or Office _____

Cell _____

3) Address of Location to be Improved _____

Lot Number _____ in _____ Subdivision

4) Kind of Building Permit **REACC** – Accessory Building
GARAR – Detached Garage

5) Size of Structure _____ TOTAL sq. ft.

7) Approximate Price of Project \$ _____

8) Name and address of building contractor (If applicable):

9) Contact Person if different than applicant: _____

Phone Numbers: Home or Office _____

Cell _____

	Staff Use
PERMIT FEE	\$ _____
TECH FEE (1)	\$10.00
TOTAL FEE	\$ _____

The undersigned represents that such work shall start within 90 days and will be completed without delay; that said improvements will be finished in a good workmanlike manner. Should said work not start in good faith within 90 days, the undersigned understands this application will be void and of no force or effect whatever. The above information, to my knowledge and belief, is true and correct:

SIGNATURE OF APPLICANT: _____

SIGNATURE OF BUILDING COMMISSIONER: _____

(or designated representative)

TO BE COMPLETED BY BUILDING DIVISION STAFF

Airspace Zone?	_____ Yes	_____ No	Is Property in Floodway?	_____ Yes	_____ No
Eastside TIF Area?	_____ Yes	_____ No	Is Property in Floodway Fringe?	_____ Yes	_____ No
US 31/Fry TIF Area?	_____ Yes	_____ No	Is Building in Floodway/Fringe?	_____ Yes	_____ No

Parcel No. 41-____-____-____-____.____-____ School:____ Library:____ WRTFD:____



Community Development Services
Planning Division
City of Greenwood
300 S Madison Avenue
Greenwood, IN 46142
(317) 887-5230
(317) 887-5616 fax

AFFIRMATION OF NOTIFICATION
Homeowner's Association and/or Architectural Control Committee

The City of Greenwood Municipal Code, Chapter 10, Article 8, Sec. 10-130 Improvement Location Permits, Subsection 8.03.05 Subdivision Covenants, states:

"The City of Greenwood shall not be a part of, nor be responsible for enforcement of, subdivision covenants, excepting the following requirements:

- C. Before issuing a permit for construction the Building Commissioner shall require the applicant to affirm in writing that the proper "Architectural Control Committee" for the subdivision in which the proposed dwelling or accessory building is to be built has been sent notice of the development proposal.*
- D. Final Authority for issuing a permit shall, in all cases, rest with the Building Commissioner."*

Name of Subdivision: _____

Please check one:

- ☐ A Homeowner's Association and/or Architectural Control Committee **does not exist** for this subdivision.
- ☐ The Homeowner's Association and/or Architectural Control Committee for this subdivision **is inactive or is no longer in existence**.
- ☐ The Homeowner's Association and/or Architectural Control Committee for this subdivision **has been notified and has approved** the construction plans I am submitting for building permit approval.
- ☐ The Homeowner's Association and/or Architectural Control Committee for this subdivision **has been notified, but has not yet approved** the construction plans I am submitting for building permit approval.
- ☐ The Homeowner's Association and/or Architectural Control Committee for this subdivision **has been notified and has denied approval for this project**.

Signature: _____

Date: _____

Printed Name: _____



Submittal Checklist

Residential Detached Garages and Accessory Structures

Office of the Building Commissioner, City of Greenwood

_____ Sq. Ft. **Size of Proposed Structure**

_____ Feet **Height of Proposed Structure**

_____ Feet **Height of Peak of Main Residence from Grade**

☐ Class 1

☐ Class 2

☐ Class 3

What Class is your proposed structure? (See Table B-1 for Dimensional Requirements)

Class 1 = 200 sf or less ground level area without a permanent foundation.

Class 2 = 201 to 721 sf ground level area or on a permanent foundation.

Class 3 = Larger than 721 sf ground level area.

_____ Feet **Distance of proposed structure from primary structure (house)?**

Detached garages must be a distance of at least 6'-0" from the primary structure per the 2003 International Residential Code and Indiana Amendment Section R309.5.1.

☐ Yes ☐ No

Will the proposed structure's architectural design and construction material harmonize with the primary structure?

The City must verify that the exterior materials and architectural character of proposed improvements conform to the requirements of the subdivision covenants.

☐ Yes ☐ No

Are you planning to have a monolithic poured slab with foundation?

If Yes, the structure cannot exceed 721 sf.

A structure greater than 721 sf must have a standard foundation.

(Structure Design Reference A)

☐ Primary Service

☐ New Service

☐ N/A

Will you be running any electrical circuits from the service of your primary structure, or will you be setting a new service?

(Structure Design Reference D)

☐ Yes ☐ No

Will the structure be heated?

If Yes, the structure will be required to meet the new Energy Code.

(Structure Design Reference E)

☐ Yes ☐ No

Will the structure include any plumbing? (Structure Design Reference F)

☐ Yes ☐ No

If a detached garage, will it have a non-combustible, solid-surface floor sloped toward an approved floor drain or the vehicle entry door?

2003 International Residential Code and Indiana Amendment Section R309.5

☐ Yes ☐ No

Will your project include a covered patio?

If yes, please see Structure Design Reference I.



Structural Design References

Residential Detached Garages and Accessory Structures

Office of the Building Commissioner, City of Greenwood

Unless otherwise specified, all referenced code sections, tables, and chapters are from the:

Indiana Residential Code 2005 Edition
(2003 International Residential Code with Indiana Amendments)

- A.** The foundation footing must bear below the frost line on undisturbed natural soils or engineered fill. (*Table R309*)(*Sections R309.5.1, R403.1, R403.1.1, R403.1.4, R403.1.4.1, R403.1.6*)
- B.** Framing and beam sizes shall be within allowable support spans and meet minimum bearing requirements. Header spans greater than 7'-11" will require an Engineered LVL beam with the engineering data to be submitted with the application. (*Table R502.5(1)*)(*Sections R502.3, R502.3.2, R502.3.3, R502.5, R502.6, R502.6.1, R502.6.2*)
- C.** Roof and ceiling framing should be constructed to comply with *R802.1.4, R802.2 to R802.6, R802.10, R802.11, R803.1, R806, R807, R902.1, R903.1, R903.2, R903.2.1, R904, R905*. If you are using roof trusses on the project, you must supply the engineered truss shop drawings with your application.
- D.** Electrical Service must be constructed to comply with *Table 309*. Must also comply with *Chapters 33-40*. (*Table E3503.1, Figure 3305.1, Sections E3301.4, E3306.3, E3306.4, E3501.6.2, E3503.2, E3504, E3507.1, E3606.2, E3702, E3703, E3802.2, E3803.3*)
- E.** Heated structures must be constructed to comply with the 2012 Indiana Energy Code. You may find this at the State of Indiana website, <http://www.in.gov/legislative/iac/T06750/A00140.pdf>. The Energy Code (*Chapter 11, Section N1100*) is located on pages 99-109 of these amendments. You may also find more information on the requirements on our website, www.greenwood.in.gov, and from *Chapters 13-24*. (*Table 309, footnote 1, Indiana Amendment*)
- F.** Plumbing installations must be constructed to comply with *Chapters 25-31*. (*Table 309, footnote 1, Indiana Amendment*)
- G.** Floor slab must be constructed to meet *Table 402.2, Section R506*.
- H.** Wall framing shall be constructed according to *R403.1.6, Section R602, R703.7 to R703.10.2*.
- I.** All structural connections shall be made to resist uplift and lateral loads on the structure assembly. (*Sections R319.3, R407.3, R502.2.1, Table T602.3(1)*)

The diagram illustrates a property layout with the following elements and labels:

- Top Boundary:** Street or Alley?
- Right Boundary:** Street Name? (with Sidewalks? on either side)
- Bottom Boundary:** Street or Alley?
- Left Boundary:** Street or Alley?
- Central Structure:** House Address?
- Top-Left Addition:** Room Addition? Size? (with Distance to Property Line indicated)
- Top-Right Addition:** New Deck? Size? (with Distance to Property Line indicated)
- Right Addition:** New driveway? width? (with Distance to Property Line (not to curb) indicated)
- Bottom-Left Addition:** Shed? Garage? Size? (with Distance to Property Line indicated)
- Bottom-Right Addition:** Distance to Property Line (indicated by an arrow pointing right)

The diagram illustrates a property layout with the following components and labels:

- Top Boundary:** Street or Alley?
- Right Boundary:** Street Name? (with Sidewalks? on either side)
- Bottom Boundary:** Street or Alley?
- Central Structure:** House Address?
- Driveway:** New driveway? (with width? dimensioned)
- Left Additions:**
 - Room Addition? (with Size? dimensioned)
 - New Deck? (with Size? dimensioned)
- Bottom Addition:** Shed? Garage? (with Size? dimensioned)
- Distance Markers:**
 - Distance to Property Line (multiple instances pointing to various boundaries)
 - Distance to Property Line (not to curb) (pointing to the driveway boundary)
 - Distance? (diagonal line between the deck and the shed/garage)

TABLE B
SINGLE FAMILY DISTRICTS
MINIMUM AREA REQUIREMENTS

ZONING DISTRICT	LOT AREA (FT ²)	USABLE LIVING FLOOR AREA (FT ²)	MINIMUM GROUND LEVEL (FT ²)	FRONT LOT WIDTH (LINEAL)	FRONT YARD SETBACK (LINEAL)	SIDE YARD SETBACK (LINEAL)	REAR YARD SETBACK (LINEAL)	MAXIMUM LOT COVER (%)	MINIMUM OFF STREET PARKING	MINIMUM BUILDING HEIGHT (LINEAL)	ACCESSORY BUILDING SIDE/REAR SETBACK (LINEAL)
SF	43,560*	1,800	900	100	See Table B-2	12	20 ft. or 20% whichever is least	40%	2	3 stories or 35' whichever is least	8"
R-1	15,000*	1,800	1,000	90	See Table B-2	10	20 ft. or 20% whichever is least	40%	2	3 stories or 35' whichever is least	8'
R-2	12,000*	1,700	900	80	See Table B-2	10	20 ft. or 20% whichever is least	40%	2	3 stories or 35' whichever is least	5'
R-2A	9,000**	1,500	750	70	See Table B-2	8	20 ft. or 20% whichever is least	40%	2	3 stories or 35' whichever is least	5'
R-2B	6,500**	1,300	700	55	See Table B-2	8	20 ft. or 20% whichever is least	50%	2	3 stories or 35' whichever is least	5"
AG	87,120	1,800	900	100	See Table B-2	12	20 ft. or 20% whichever is least	25%	2	3 stories or 35' whichever is least***	5"

*These minimums conditional subject to service by public sanitary sewer. (1993 *Greenwood Municipal Code*, Appendix A, Article 5, Table B)

**Lot area minimum 23,000 square feet if private sanitary system utilized.

***Buildings associated with an agricultural enterprise in the AG District exempt from height limitation.

(Ord. 02-01, §4 add R-2B, 2-18-02; Ord. 07-01, §6 add AG, 3-19-07)

**TABLE B-1
DETACHED RESIDENTIAL GARAGES AND ACCESSORY BUILDINGS
DIMENSIONAL REQUIREMENTS**

	<u>Class 1</u> 200 sq. ft. or less ground level area without a permanent foundation	<u>Class 2</u> 201 sq. ft. to 721 sq. ft. ground level area or on a permanent foundation	<u>Class 3</u> larger than 721 sq. ft. ground level area
Permitted Yard	Side or Rear	Side or Rear	Side or Rear
Prohibited Yard	Front*	Front*	Front*
Minimum Front Yard Setback	8 feet behind front wall of main bldg.	10 feet behind front wall of main bldg.	12 feet behind front wall of main bldg.
Minimum Side and Rear Yard Setback**	5 feet or 1 foot for every 2 feet of bldg. ht., whichever is greater (As shown in Table B, if zoned SF, R-1, or AG, minimum setback is 8 feet)	8 feet or 1 foot for every 2 feet of bldg. ht., whichever is greater	10 feet or 1 foot for every 2 feet of bldg. ht., whichever is greater
Maximum Height (roof peak)	14 feet or height of main bldg., whichever is least	20 feet or height of main bldg., whichever is least	25 feet or height of main bldg., whichever is least
Minimum Lot Size	No minimum	6,500 sq. ft.	12,000 sq. ft.

***NOTE: Corner lots have two front yards. Detached garages and accessory buildings shall not extend into either front yard on a corner lot.**

****NOTE: If the minimum side or rear yard setback for detached garages and accessory buildings as Determined by this Table B-1 differs from that established for each zoning district in Table B, thence the greater of the two setback distances shall apply.**

(Ord. 07-20, §4(B), 9-5-07)